



## JOB DESCRIPTION

Title: **CODE ENFORCEMENT OFFICER**  
Department: Police Department  
Class Code: 4133  
FLSA Status: Non-Exempt  
Effective Date: August 1, 2004 (Revised 06/2005)  
Grade Number: 14

### GENERAL PURPOSE

Under the direct supervision of the Code Enforcement Supervisor, performs criminal enforcement of the municipal ordinances and state laws as needed, with a primary focus on the immediate public safety and health of the residents of Murray City.

### EXAMPLE OF DUTIES

- \*-- Investigates criminal complaints regarding the municipal code and/or state laws and interviews witnesses and suspects; gathers evidence and documents all information received in a police report.
- \*-- Patrols the city in a proactive manner to identify immediate public safety and health violations; responds to dispatched calls for service from the Murray City police dispatcher.
- \*-- Conducts business license inspections and investigations including sexually oriented businesses; works with the State of Utah Department of Alcohol and Beverage control regarding bar business licenses; initiates arrest or corrective notices for detected violations.
- Submits monthly log and summary of cases to the department supervisor including case status and follow-up actions needed to bring criminal charges or make arrest to bring cases to a close.
- \*-- Gives testimony in municipal court or district court regarding criminal cases; testifies in county health cases as needed and may be required to give depositions in civil matters.
- Works with all departments in the City regarding violations of the municipal code.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from an accredited university with an Associates Degree in Criminal Justice, Planning, Public or Business Administration, Political Science, Geography, Economics or in a closely related field and two (2) years of experience in code enforcement, planning and zoning, or government relations, or any equivalent combination of education and experience.

### Special Requirements

- Must have a valid Utah Driver's License.
- Must be P.O.S.T. certified, or certifiable within six (6) months of employment, as a Special Function Officer.
- Must attend a minimum of forty (40) hours of P.O.S.T. training per year and complete a minimum of twenty (20) hours of land use law training per year.

### Necessary Knowledge, Skills and Abilities

- Extensive knowledge of law enforcement or land use enforcement.
- Working knowledge of city zoning ordinances, health codes, and some knowledge of principles and practices of city planning.
- General knowledge of health codes and their application.
- Ability to establish and maintain effective working relationships with the general public and other city departments, and to find appropriate solutions to problems; ability to communicate effectively verbally and in writing.
- Ability to communicate with people in very stressful or combative situations.
- Ability to be creative in getting compliance from violators.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and database software; motor vehicle; phone; copy and fax machine.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.